

**FAMILY TRAVEL ACKNOWLEDGEMENT**  
(TO BE COMPLETED BY INDIVIDUAL ON ASSIGNMENT)

I HAVE BEEN BRIEFED ON FAMILY TRAVEL REQUIREMENTS FOR MY UPCOMING ASSIGNMENT TO: \_\_\_\_\_

- I have been briefed that I must apply for Family Travel immediately upon notification of assignment for all Family Members that will accompany me on my overseas tour. **I understand if on orders for Italy, all family members must have a no-fee passport and VISA or they will be returned to the United States at my personal expense.**
- As long as I provide the Family Travel section with ALL necessary documents (**DA Forms 5888, 7246 and 4787**), it will take five (5) to eight (8) weeks to process the Family Travel Request (more time may be required if a Family Member is determined to have medical or educational needs resulting in being enrolled in the Exceptional Family Member Program) upon receipt of the listed forms. Any Family Members that are added after the original submission (ie new births), the sponsor must reapply for Family Travel for the new Family Member. Madigan will not accept hand-carried requests from service members.
- I have received all necessary documents to apply for Family Travel. Should I have any questions I will contact Family Travel at 966-1117.
- I understand I have three choices for family travel. They are:
  - Concurrent Travel. Family will travel with me with no delay. If I claim concurrent travel and my family does not arrive with me, I understand my BAH will STOP!!!
  - Deferred Travel. My family will arrive AFTER I arrive to my overseas location. BAH will only be paid at the Fort Lewis rate until my family arrives at my overseas location.
  - All Others Tour. My family will not accompany me overseas at any time. I may relocate my family to another location, and must provide Reassignments with the City and Zip Code so I may receive BAH based on my family's location. No changes are allowed after submission of City, State, and Zip Code are allowed.
- I understand this option must be completed prior to departure from Fort Lewis. Once I depart Fort Lewis, whatever option is on my orders will not be changed.

\_\_\_\_\_  
*Soldier's Signature*

\_\_\_\_\_  
*Soldier's Printed Name and Rank*

\_\_\_\_\_  
*Soldier's Unit*

\_\_\_\_\_  
*Today's Date*